

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Safety Management Procedure</b>	<i>CODE:</i> 07.01.025
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**Purpose:**

**目的**

Decrease the maximum of body damage and property lost of hotel.

最大限度的减少员工人身伤害及酒店财产损失

**Policy:**

**政策**

Obey to safe rules and regulations of hotel.

遵照安全规范及酒店管理规定。

**Procedure:**

**程序**

**1.1 Safe management regulations**

**安全管理制度**

- 1.1 Keep all equipments operating well and prevent behavior of endangering all equipments and facilities as Engineering department have responsibility to safe operation of equipments.  
保证酒店设施设备安全、正常地运行是工程部的首要任务，工程部对酒店设施设备的安全运行负有责任，工程部有权力制止一切可能危及设施设备安全运转的违规行为；
- 1.2 Engineering department give trainings about how to use equipments correctly to all departments for keeping operating equipments correctly and prolonging life of equipment.  
工程部对各部门的设施设备的正确使用负有安全操作培训的义务，指导各部门正确使用器械设备，保证设备安全运行，延长设备寿命；
- 1.3 Implement accountability system according to job description seriously.  
根据各岗位具体情况，制定岗位操作规程和岗位责任制，由上至下，分级落实责任，严格执行；
- 1.4 The associates should understand work range and operating regulations and inspect frequently for discovering security risks in time and taking measures to deal with the risks.  
工作人员要清楚自己的工作范围，熟悉操作规程，经常进行检查，及时发现安全隐患问题，及时采取措施进行整改；
- 1.5 Establish prevention and maintenance plans according to skill need of every equipments and implement the plan accordingly to decrease emergent repairing work.  
对各项设备，根据不同的技术性能要求，制定保养、检修和维护计划，并按计划操作，减少紧急抢修；
- 1.6 Establish emergency response plan for incidents of all important equipments and facilities to ensure deal with incidents in time and reduce the lost.  
制定重要设备、设施安全事故应急处理预案，以保证发生事故时能够做到妥善处理，协调有序，减少损失；
- 1.7 Strengthen inspections to every machine room, smoke, fire and dangerous cargo in important area and deposit dangerous cargo in special storeroom.

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工程部要加强各机房和酒店重要区域的烟、火、危险品的巡视，建立危险品仓库统一存放；

- 1.8 Obey to regulations and procedure strictly for finishing all maintenance works.  
严格遵守各项安全规章制度和操作规程，做好各项机械及部件的检修工作；
- 1.9 Implement hand over procedure strictly and take record seriously.  
严格执行交接班制度，认真填写交接班记录；
- 1.10 Inspect all equipments regularly, and solve the dangerous risks in advance.  
定期检查各主要设备，做到早发现，早处理，不让隐患扩大；
- 1.11 Operate all tools strictly according to regulations and procedure, and used climbing and labor protection appliances to reduce job injury rate.  
严格按照操作规程操作工具，正确使用登高及劳保防护用品，降低工伤概率；
- 1.12 Sign Agreement of Security and Disclaimer with construction department and personnels about outsourced projects.  
外包项目要专人负责安全，要与施工单位和个人签订安全免责协议书；
- 1.13 Arrange special staffs to keep and manage keys. Take the record about lending keys for any reasons, and the keys should be returned back the same days.  
工程各部位的钥匙要有专人负责保管，并做好钥匙的管理工作，确有原因需要借钥匙，要做好记录，并于当日归还；
- 1.14 Electricians should stop, supply, switch electricity according to relevant operation procedure with certificate.  
配电房人员严格执行停、送电、倒闸、带电作业的相关的操作程序，持证上岗；
- 1.15 Electric welder should work according to relevant regulations with certificate and forbid to store flammable and explosive materials in welding rooms  
电焊工严格执行相关规定，加工间区域严禁存放易燃易爆物品，持证上岗；
- 1.16 Maintain elevator car-box according to relevant operation procedure strictly with certificates.  
在电梯轿厢顶维修时，严格按照电梯的相关操作程序，持证上岗；
- 1.17 Take protective measures while using dangerous tools.  
使用较危险的工具时，要做好防护措施；
- 1.18 Take protective measures to prevent scalds while maintaining or inspecting working steam boilers.  
维修或检查正在工作的蒸汽锅炉时，要做好防护措施，避免烫伤；
- 1.19 Establish accountability system about emergency procedure based on different job description to ensure safety of associates and equipments.  
根据各岗位具体情况，制定一套完善的应急措施，由上至下、分级落实责任，严格执行，确保在特殊情况下最大限度地保证设备和人员的安全。

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## 2.1 Safety check procedure

### 安全检查制度

1. Safety check is an important measure to check all equipments and facilities in hotel. Engineering is main checker and should take main responsibilities.

“安全检查”是对酒店设施设备安全运行相关各方面的检查，它是酒店设施设备安全运行的一项重要保证措施。工程部负有主要责任，是主要检查者；

2. Contents of safety check includes : maintenance of equipments, check of procedure and policy and check of department management.

安全检查内容分为：设备检查维修、检查部门制度规程和检查部门管理；

3. It's engineering department's duty to train associates about how to use equipments correctly and safely. Based on check and actual usage of equipments, provide safe operation training.

程部有义务对部门的设施设备正确、安全使用进行培训。工程部在检查基础上，根据部门设施设备的实际使用情况，实施设备安全操作培训；

4. Safe check team includes Director of Engineering and duty engineers, which should inspect all machine rooms. Check equipments owning to engineering department twice one month and write the report after complete, careful check. Check important equipments by quarter.

工程部经理、各专业工程师成立工程安全检查小组，检查小组每周对酒店各机房进行重点检查，每月对工程部直接所辖的设备实地巡查不得少于两次，巡检需全面、细致、并填写巡查报告，对巡检后没有发现的隐患负有责任；每季度安检小组对酒店的重要设备进行全面检查；

5. Establish safe check plan, and list all check items, time, and budget and relevant department. Coordinate with other departments to avoid operation peak.

制定相关安全检查计划，列明所有检查项目、检查时间、挂靠人和安检预算费用涉及部门的安检计划，与部门协调，避开营业高峰，尽量不影响营业；

6. Confirm associates, deadline, measures, and responsibility area of safe check. For any emergency of great potential safety hazard, deal with the incidents according to “Safety First” and report to leader later.

安全检查分级管理，要定人、定期限、定措施、定责任区，对重大的事故隐患，如情况紧急，可按

“安全第一”的原则处理，并于事后立即报告上级；

7. Confirm associates, deadline, measures, and responsibility area of potential safety hazard inspected out while correcting the problems. For any emergency of great potential safety hazard, deal with the incidents according to “Safety First” and report to leader later.

对检查出隐患，要定人、定期限、定措施、定责任区及时改正，对重大的事故隐患，如情况紧急，可按“安全第一”的原则处理，并于事后立即报告上级；

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## 2.2 Safety management of keys and locks

### 钥匙锁具安全管理制度

1. Every department should manage their own keys. SEC department should keep all doorkeys and establish all key management archives.

部门对钥匙的使用进行管理。酒店所有门锁备用钥匙存于保安部，并负责保存钥匙管理档案；

2. Engineering department should in charge of changing keys, or adding keys, and other departments or persons can't deal with those personally.

酒店所有钥匙的配制和换锁、加锁工作由工程部执行，任何其他个人、部门不得私自处理；

3. About matching keys, changing keys or adding keys, Director of Engineering or duty engineer can arrange relevant work after the department's applying and SEC's approval.

部门因工作需要配制钥匙、换锁、加锁，需由部门经理填写申请，经保安部核准后，交工程部总监

/值班工程师安排操作事宜；

4. Storekeeper record the keys and locks. Then fill and archive the record.

工程仓库管理员登记发放的钥匙胚和锁具，并负责填制锁具登记记录、存档；

5. Give spare keys to SEC by administrative assistant after changing or adding keys.

换锁、加锁完毕后，将备用钥匙交秘书，由秘书交保安部。